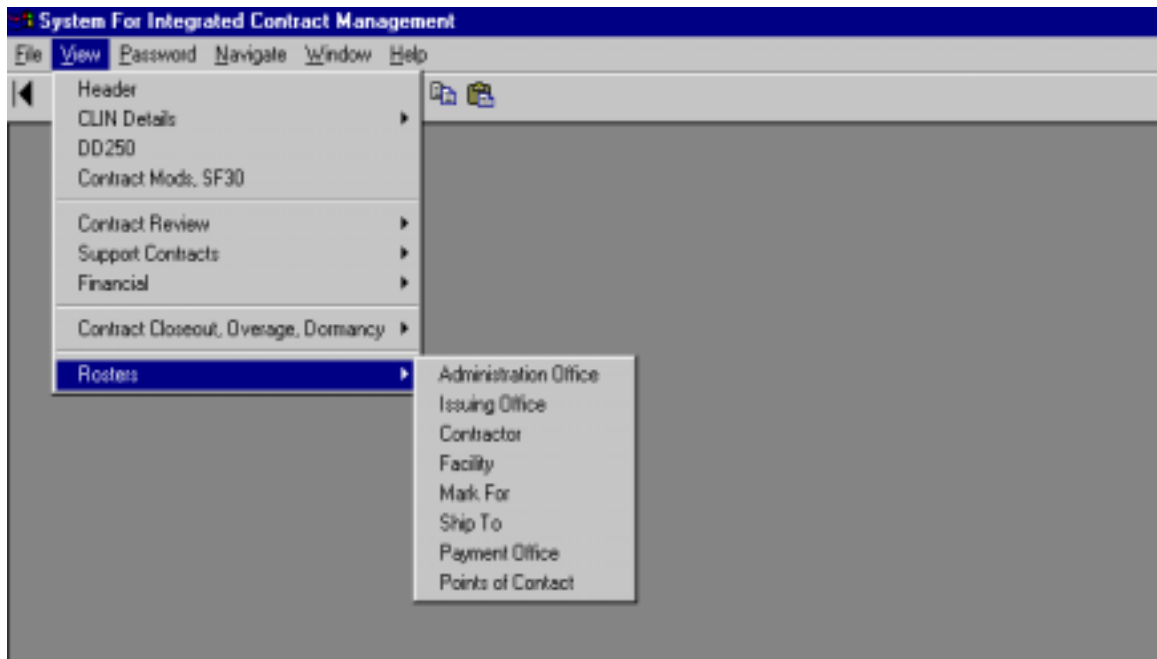# Chapter 10

Rosters

10.0 Rosters

Rosters

This menu selection provides the vehicle through which the above listed Rosters may be accessed. The purpose of each of these screens is to provide a standardized method by which to enter and edit roster information. There are eight Rosters, and they are all based on the Commercial and Government Entity Code (CAGE) and the Department of Defense Activity Address Code (DoDAAC) codes. This information is used in various screens throughout SICM. Information is a "one time" input. All rosters should be completed as part of the contract receipt and review process.

Each roster screen allows the user to enter new Roster Information, as well as edit existing roster information fields.

To retrieve roster data, input the "Cage /DoDACC Code" or select from the selection list provided. The data will automatically populate all fields that have been previously completed. If the information has not been previously entered, then you will need to complete the field(s) for that roster.

Fields marked with an * require an entry. Input Screens with mandatory fields indicated should not be, and in some cases cannot be SAVED without the required data being entered.

10.1 Contract Administration Office Directory

Contract Administration Office

This roster populates the **Administered By** block on the Contract Header Screen.

1. CAO Code* - Enter or select from the selection list, the appropriate CAO DoDAAC Code. If previously entered, the address fields will be populated.

If editing, enter changes or updates. *Save the changed data using the SAVE Icon, or the F2 Function Key.*

2. Contract Admin Office - If a new address, enter the CAO DoDAAC Code, and complete **all** applicable address fields. For all OCONUS locations: enter "APO" or "FPO" for the City, and "AP" or "AE" for the State, whichever is applicable for your area of assignment. The Country* name can be obtained from the selection list provided.

3. Notepad - A 1500 character notepad has been provided for the entry of additional information or remarks.

Upon completion of data entry for a new address, SAVE the new record using the Save Icon, or the F2 Function Key.

10.2 Issuing Office Directory

Issuing Office

This roster populates the **Issued By** block on the Contract Header Screen.

1. CO Code*- Enter or select from the selection list, the appropriate Issuing Office DoDAAC Code. If previously entered, the address fields will be populated.

If editing, enter changes or updates. *Save the changed data using the Save Icon, or the F2 Function Key.*

2. Issued By - If a new address, enter the Issuing By Office DoDAAC Code, and complete **all** applicable address fields. For all OCONUS locations: enter "APO" or "FPO" for the City, and "AP" or "AE" for the State, whichever is applicable for your area of assignment. The Country* name can be obtained from the selection list provided.

3. Notepad - A 1500 character notepad has been provided for the entry of additional information or remarks.

Upon completion of data entry for a new address, SAVE the new record using the Save Icon, or the F2 Function Key.

10.3 Contractor Directory

Contractor Directory

Cage Code * `1`   Surveillance `   ` Old Cage `          `

Business Office* `2`

1

Address | DCMC Contacts | Contractor Contacts | Notes |

Address Line 1*
Address Line 2
Address Line 3   `3`
City
State
Country*
ZIP/Postal Code

2

Address | DCMC Contacts | Contractor Contacts | Notes |

	Codes	Names
QAR	`1`	
IS		
CA		
Eng		
Property		
Safety		
Transport		

3

Address | DCMC Contacts | Contractor Contacts | Notes |

Function	Name	Telephone	FAX	E-mail
QAR	`1`			
Production				
Accounting				
Contracts				
Safety				
Transport				

4

Address | DCMC Contacts | Contractor Contacts | Notes |

`1`

10.3 Contractor Directory (continued)

Contractor

This screen populates the **Contractor** block on the Contract Header Screen.

1. Contractor Address Tab:

1. Cage Code* - Enter or select from the selection list, the appropriate Contractor's Cage Code. If previously entered, the address fields will be populated.

If editing, enter changes or updates. *Save the changed data using the Save Icon, or the F2 Function Key.*

2. Business Office* - Enter the Contractor's Business Name and Office Address.

3. Address - If a new address, enter the Contractor's Cage Code, and complete **all** applicable address fields. For all OCONUS locations: enter "APO" or "FPO" for the City, and "AP" or "AE" for the State, whichever is applicable for your area of assignment. The Address Line 1* field is required. The State (if applicable) and the Country* names can be obtained from the respective selection lists provided.

2. DCMC Contacts Tab:

1. Functional CAO Contacts - Enter the CAO personnel assigned to the Contractor Cage Code for surveillance. Functional personnel codes can be obtained from the selection list provided. The name of the respective DCMC Functional Specialist will appear in the adjacent Names column.

3. Contractor Contacts Tab:

1. Name - Enter the name of the Contractor functional personnel assigned to the related contract, along with the appropriate contact information.

4. Notes Tab:

1. Notepad -A 1500 character notepad has been provided for the entry of additional information or remarks.

Upon completion of data entry for a new address, SAVE the new record using the Save Icon, or the F2 Function Key.

10.4 Facility Directory

```
Facility Directory                                                    ☒
                Facility Code *  [    1      ...]
      1
  Address │ DCMC Contacts │

    Facility Name*           ┌──────────────────────────────┐
    Facility POC             │     2                        │
    Office Symbol/Address Ln 1* │                           │
    Address Line 2           │                              │
    Address Line 3           │                              │
    City, State              │                              │
    Country *                │                         ...| │
    ZIP/Postal Code          └──────────────────────────────┘

    Telephone Number         FAX Number           E-mail
    [        3        ]      [              ]     [              ]
```

```
                 2
  Address │ DCMC Contacts │
            Codes                    Names
    QAR [    1    ...]      [                          ]
     IS [         ...]      [                          ]
     CA [         ...]      [                          ]
    Eng [         ...]      [                          ]
```

10.4 Facility Directory (continued)

Facility

This roster populates the **Facility Code** block of the Contract Header Screen.

1. Facility Address Tab:

1. Cage Code* - Enter of select from the selection list, the appropriate Facility Cage Code. If previously entered, the address fields will be populated.
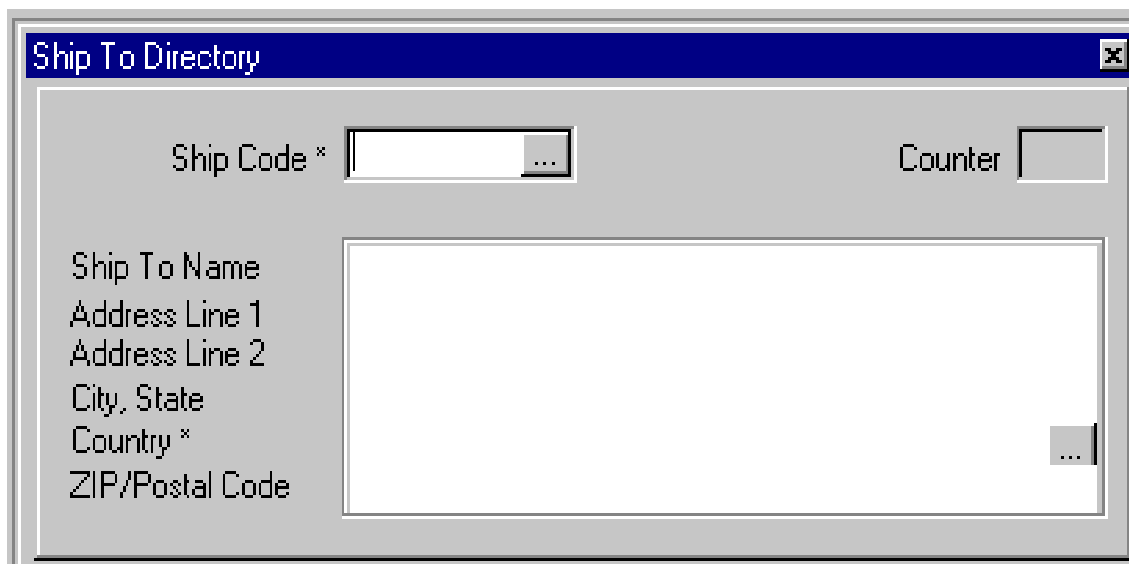
If editing, enter changes or updates. *Save the changed data using the Save Icon, or the F2 Function Key.*

2. Address - If a new address, enter the Facility's Cage Code, and complete **all** applicable address fields. For all OCONUS locations: enter "APO" or "FPO" for the City, and "AP" or "AE" for the State, whichever is applicable for your area of assignment. Both the Facility Name* and the Address Line 1* fields are required entries. The Country* name can be obtained from the selection list provided.

3. Facility POC - Enter the necessary information relating to the Facility POC.

2. DCMC Contacts Tab:

1. Functional CAO Contacts - Enter the CAO personnel assigned to the Facility Cage Code for surveillance. Functional personnel codes can be obtained from the selection list provided. The name of the respective DCMC Functional Specialist will appear in the adjacent Names column.

Upon completion of data entry for a new address, SAVE the new record using the Save Icon, or the F2 Function Key.

10.5 Mark For Directory

```
Mark For Directory                                                    ▣

       Mark For Code *  [            ] [...]           Counter [      ]

    Mark For Ref.      [                                              ]
    Address Line 1     [                                              ]
    Address Line 2     [                                              ]
    City, State        [                                              ]
    Country *          [                                         [...]]
    ZIP/Postal Code    [                                              ]
```

Mark For

This roster populates the **Mark For** block on the DD Form 250 <u>and</u> CLIN Details
Screens.

1. Mark For Code*- Enter or select from the selection list, the appropriate Mark For
DoDAAC Code. If previously entered, the address fields will be populated.

If editing, enter changes or updates. *Save the changed data using the Save Icon, or
the F2 Function Key.*

2. Mark For Reference - If a new address, enter the Mark For DoDAAC Code, and
complete **all** applicable address fields. For all OCONUS locations: enter "FPO" or
"APO" for the City, and "AP" or "AE" for the State, whichever is applicable for your
area of assignment. The Country* name can be obtained from the selection list
provided.

**This roster supports a mandatory block for the DD Form 250 Screen. It must be
complete and maintained for the life of the contract.**

*Upon completion of data entry for a new address, SAVE the new record using the
Save Icon, or the F2 Function Key.*

10.6 Ship To Directory

Ship To

This roster populates the **Ship To** block on the DD Form 250 <u>and</u> CLIN Details Screens.

1. Ship Code*- Enter or select from the selection list, the appropriate Ship To DoDAAC Code. If previously entered, the address fields will be populated.

If editing, enter changes or updates. *Save the changed data using the Save Icon, or the F2 Function Key.*

2. Ship To Name - If a new address, enter the Ship To DoDAAC Code, and complete **all** applicable address fields. For all OCONUS locations: enter "APO" or "FPO" for the City, and "AP" or "AE" for the State, whichever is applicable for your area of assignment. The Country* name can be obtained from the selection list provided.

This roster supports a mandatory block for the DD Form 250 Screen. It must be complete and maintained for the life of the contract.

Upon completion of data entry for a new address, SAVE the new record using the Save Icon, or the F2 Function Key.

10.7 Payment Office Directory

Payment Office

This roster populates the **Payment By** block on the Contract Header Screen

1. Office Code* - Enter or select from the selection list, the appropriate Paying Office DoDAAC Code. If previously entered, the address fields will be populated.

2. Payment Office - If a new address, enter the Paying Office DoDAAC Code, and complete **all** applicable address fields. For all OCONUS locations: enter "APO" or "FPO" for the City, and "AP" or "AE" for the State, whichever is applicable for your area of assignment. The Country* name can be obtained from the selection list provided.

3. Notepad - A 1500 character notepad has been provided for the entry of additional information or remarks.

Upon completion of data entry for a new address, SAVE the new record using the Save Icon, or the F2 Function Key.

10.8 Points of Contact Directory

Points of Contact

1. The PIIN*, SPIIN and/or Support No. - Enter or select from the selection list, the appropriate number.

2. Points of Contact roster contains 6 tabs.

1. Admin Office

2. Buying Office

3. Paying Office

4. Contractor

5. Program Management

6. Delegation Office

All tabs are associated to a specific PIIN/SPIIN.

3. Points of Contact - Each tab has Points of Contact fields for individual functional areas of assignment. Utilize this Roster to the fullest extent possible, and maintain for the life of the associated contract.

Upon completion of data entry for a new address, SAVE the new record using the Save Icon, or the F2 Function Key.